

Report for Week Ending 31 October 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Numbered Projects

25X1A9a

No change except for 6-60, Installation of File System, GR Division, on which progress is continuing with Mr. [REDACTED]'s analysis of the subject categories in the Division Chief's files.

General Information

Completed a draft of the pamphlet "So you have a Space Problem."

Recommended to the OTR's Registrar Office that it adopt a revised form memorandum to notify employees of their enrollment in OTR courses. The suggested revision is 1/3 the size of the present form memorandum, can be transmitted in a window envelope, and furnishes pertinent information which now must be ⁸⁷³⁴⁴¹⁰ given by telephone (e.g. pre-test requisites, hour of first lecture, etc.)

Developed talk on records management for presentation to Management Staff personnel.

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